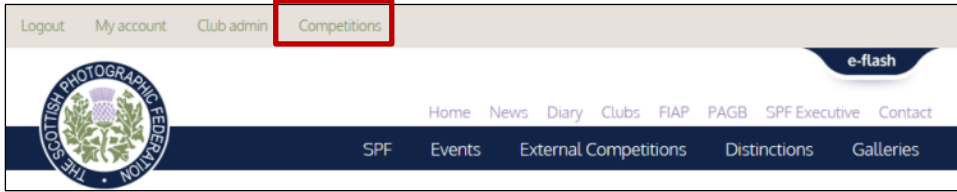
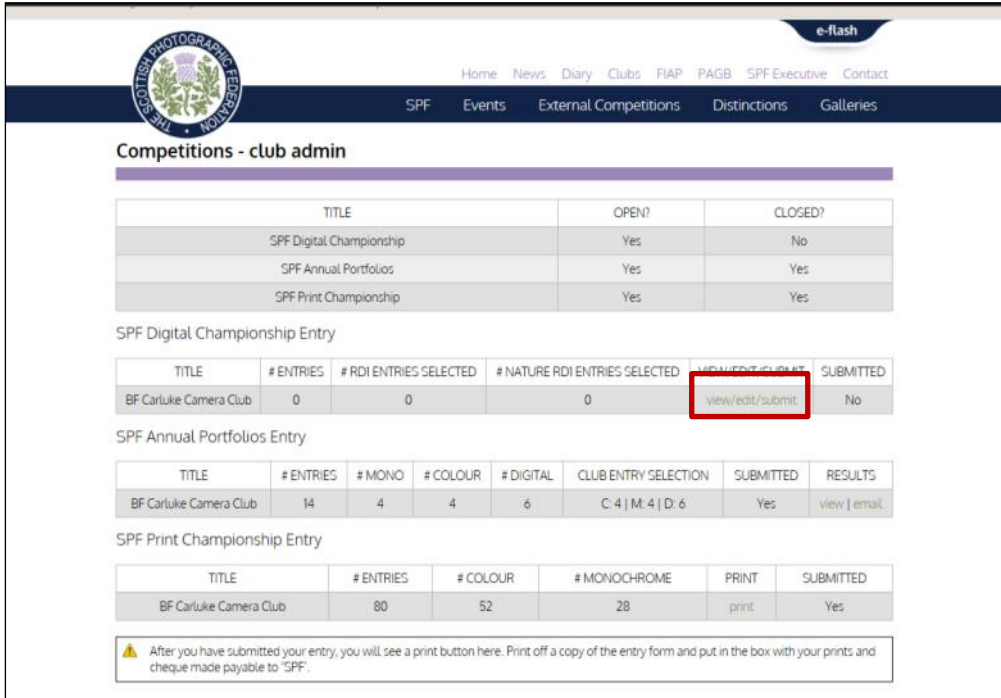


# SPF Digital Guidance Notes – New Sept 2018

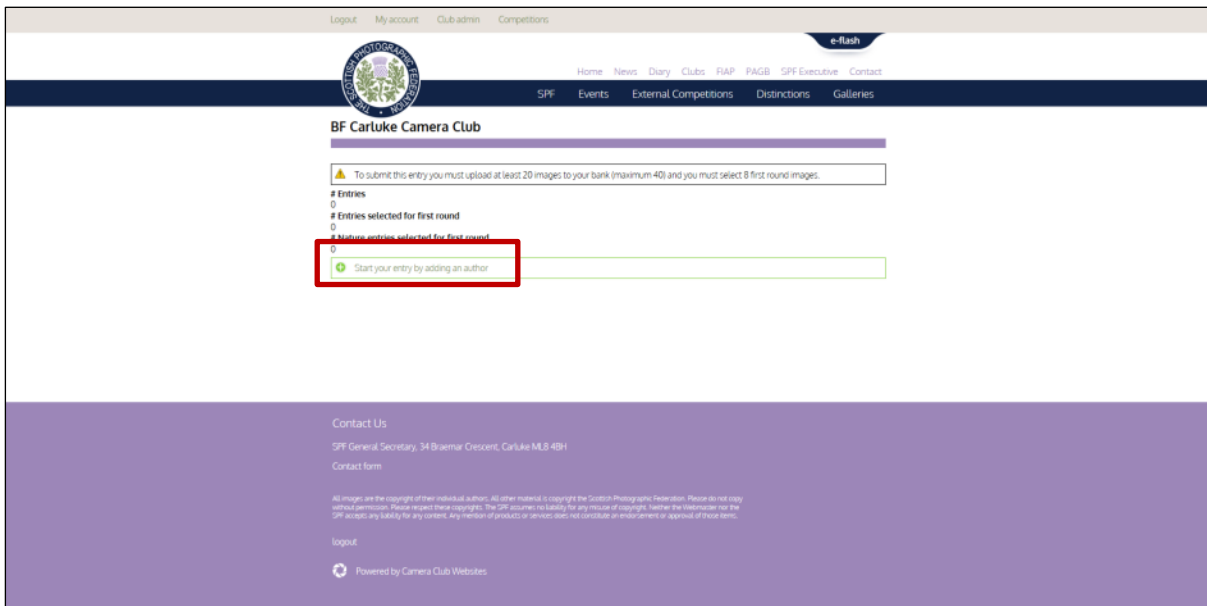
Once logged in to the Admin Area of the SPF Website,  
Left Mouse Click on the Competitions text at the top of your screen to see the view below.



To start your entry click on the SPF Digital Entry text 'View/Edit/Submit' text



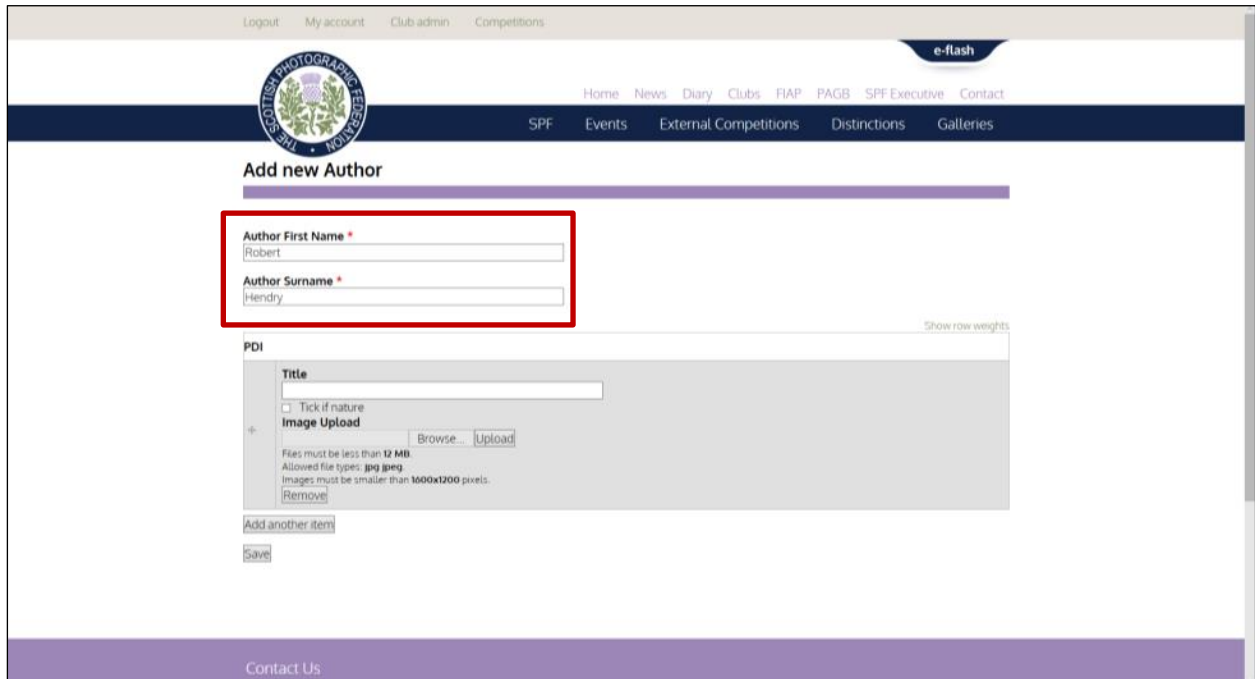
This will allow you to start entering details of your first author by clicking on the green text area



# SPF Digital Guidance Notes – New Sept 2018

You will then see the following allowing you to complete the name of the author and upload the images for that author as required. *Don't worry about the order of either the authors or the images at this point. You will be able to change this later once all of your Bank of Images has been uploaded and your 1<sup>st</sup> Round Entries selected and confirmed.*

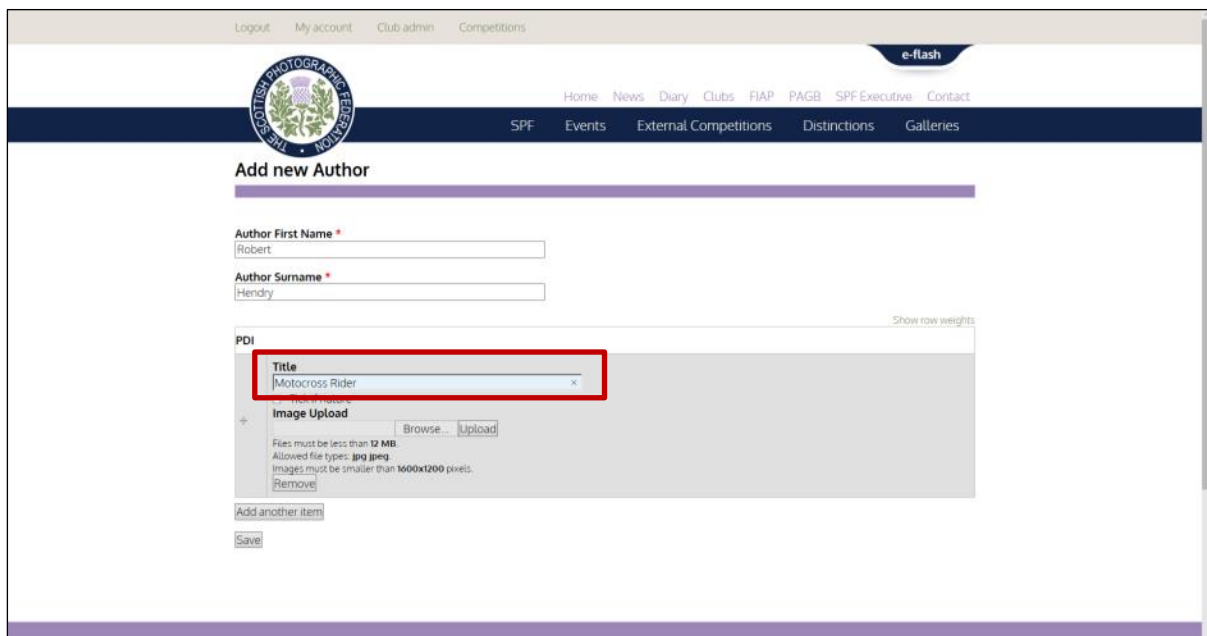
Start by adding the first author name -



The screenshot shows the 'Add new Author' form on the website. The form has a header with navigation links: Logout, My account, Club admin, Competitions, and e-flash. Below the header is a navigation bar with links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact, SPF, Events, External Competitions, Distinctions, and Galleries. The main content area is titled 'Add new Author' and contains two input fields: 'Author First Name \*' with the value 'Robert' and 'Author Surname \*' with the value 'Hendry'. These two fields are highlighted with a red rectangular box. Below the name fields is a section for 'PDI' (Photo Description Item) with a 'Title' input field, a 'Tick if nature' checkbox, and an 'Image Upload' section with 'Browse...' and 'Upload' buttons. The image upload section includes instructions: 'Files must be less than 12 MB', 'Allowed file types: jpg jpeg', and 'Images must be smaller than 1600x1200 pixels'. There are also 'Add another item' and 'Save' buttons at the bottom of the form.

To add an image –

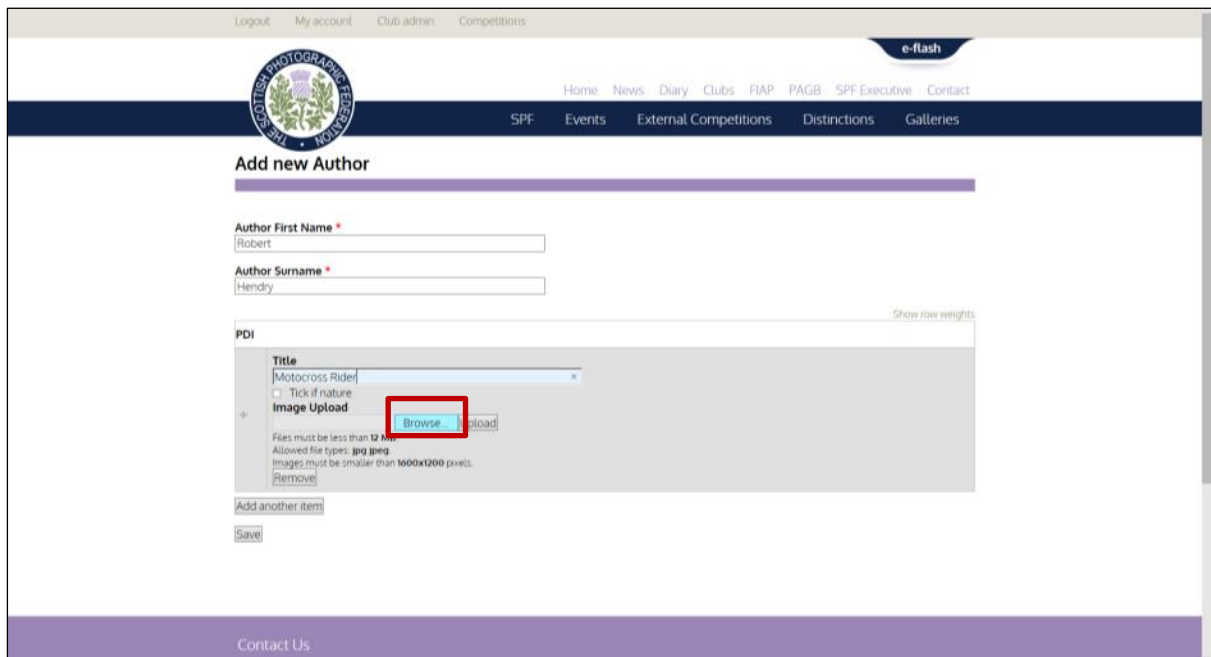
1 Enter a Title in the title box as you wish it read out



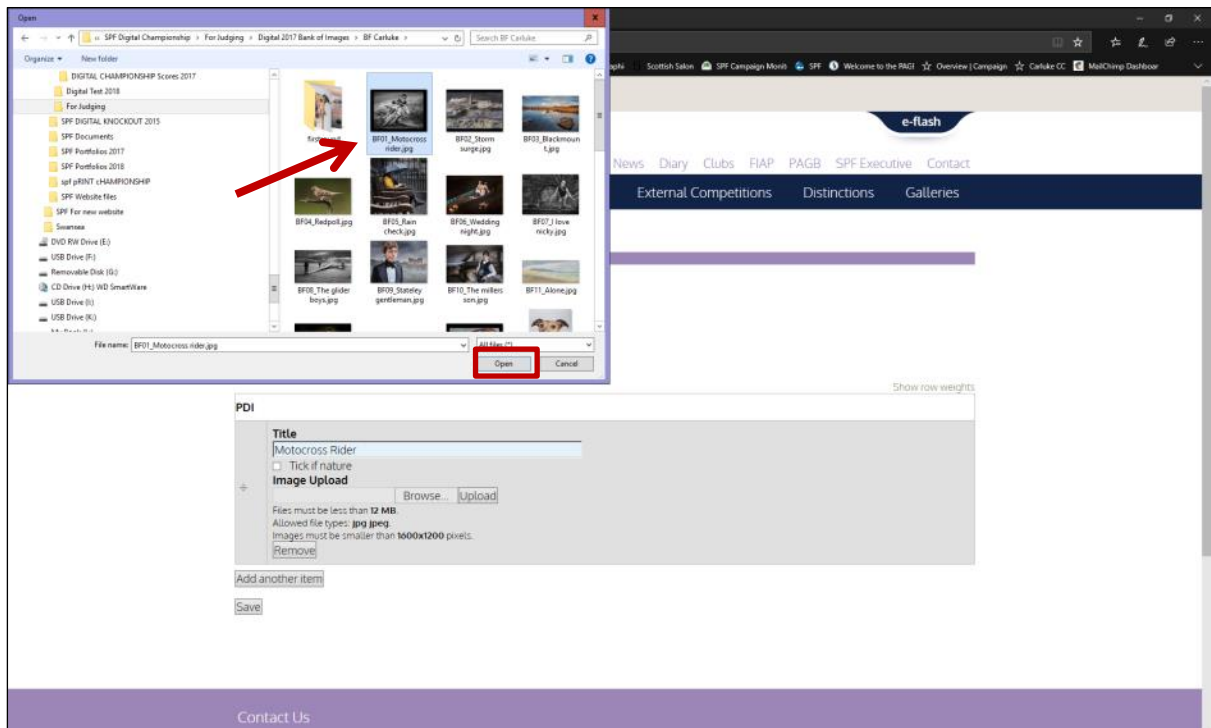
The screenshot shows the 'Add new Author' form on the website, similar to the previous one. The 'Author First Name \*' field contains 'Robert' and the 'Author Surname \*' field contains 'Hendry'. In the 'PDI' section, the 'Title' input field now contains the text 'Motocross Rider' and is highlighted with a red rectangular box. The 'Image Upload' section and other form elements remain the same as in the previous screenshot.

# SPF Digital Guidance Notes – New Sept 2018

2 Click Browse.

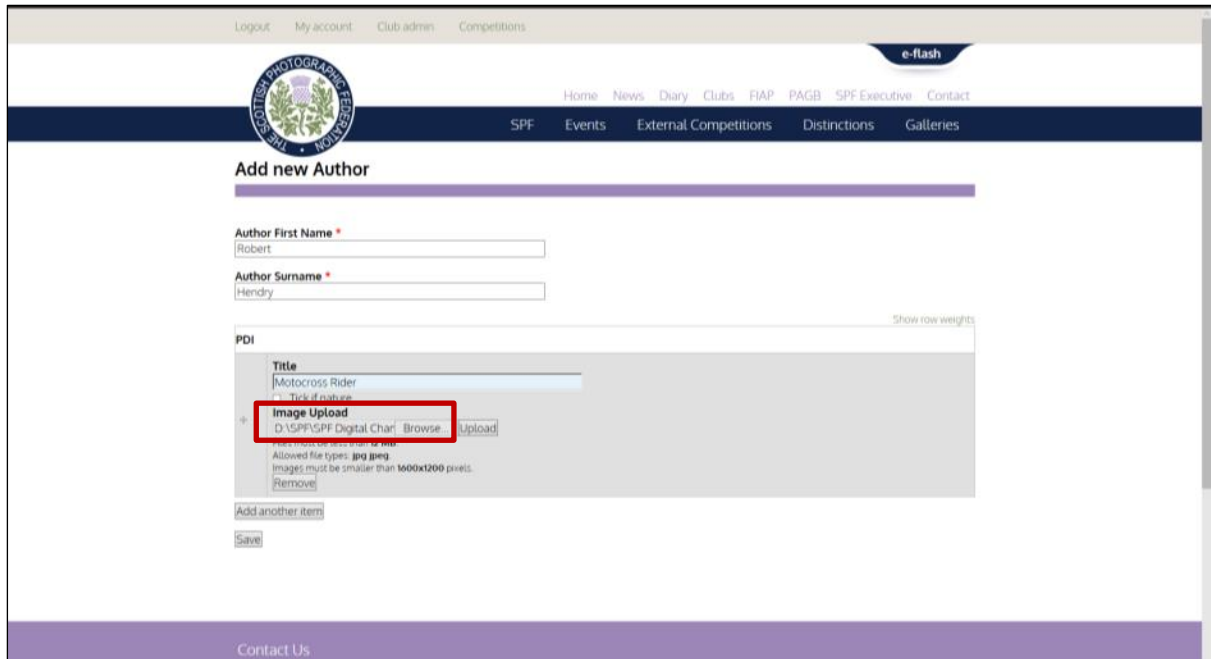


3 A new window will open allowing you to browse to the folder on your computer where the image you wish is stored. Click once to select your chosen image and then click 'open'.



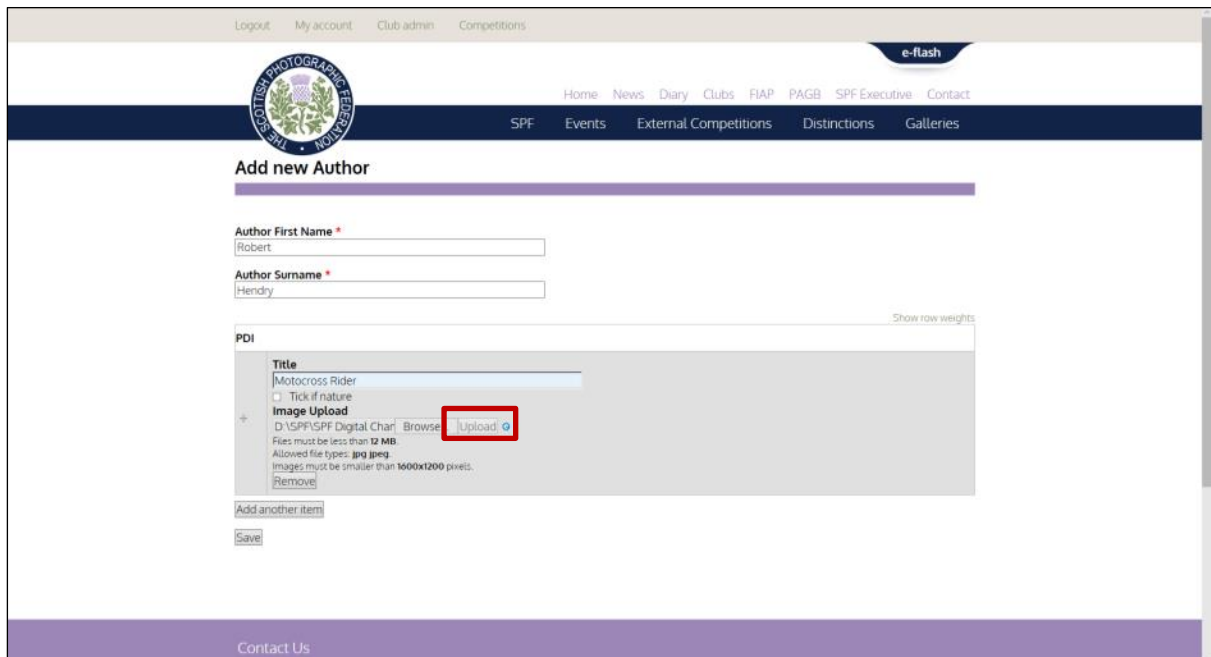
You will see that the location of the image file will appear alongside the upload button

# SPF Digital Guidance Notes – New Sept 2018

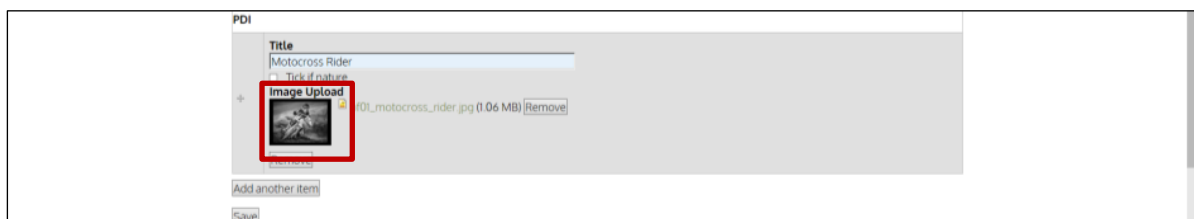


4 Click 'Upload' button – Your picture will begin to upload

*(Note – It doesn't matter what the filename of the image you are uploading is as the website will correctly name it. It must however be an 8bit jpeg and no bigger than 1600x1200)*



A thumbnail image will appear when complete *(Please Note your image is not yet saved)*



# SPF Digital Guidance Notes – New Sept 2018

*Remember also to tick if a nature image (Consult the SPF/FIAP Nature Definition of required)*

The screenshot shows a form titled 'PDI' with a 'Title' field containing 'Redpoll'. Below the title is a checkbox labeled 'Tick if nature', which is checked and highlighted with a red rectangular box. Underneath is an 'Image Upload' section with a file path 'D:\SPF\SPF Digital Char', a 'Browse...' button, and an 'Upload' button. Below the upload section, there are instructions: 'Files must be less than 12 MB', 'Allowed file types: jpg jpeg', and 'Images must be smaller than 1600x1200 pixels.' There is also a 'Remove' button and an 'Add another item' button at the bottom.

Carry on the same process as above for all of the images you wish to enter for this author by clicking 'Add Another Item' for each additional image

The screenshot shows the 'Add new Author' page. At the top, there is a navigation bar with 'Home', 'News', 'Diary', 'Clubs', 'FIAP', 'PAGB', 'SPF Executive', and 'Contact'. Below this is a dark blue bar with 'SPF', 'Events', 'External Competitions', 'Distinctions', and 'Galleries'. The main content area has a purple header 'Add new Author'. Below this are two text input fields: 'Author First Name' with 'Robert' and 'Author Surname' with 'Hendry'. Below these is a 'PDI' section with a 'Title' field containing 'Motocross Rider'. There is a 'Tick if nature' checkbox which is unchecked. Below that is an 'Image Upload' section showing a small thumbnail of a person on a motorcycle, with the filename 'bf01\_motocross\_rider.jpg (0.06 MB)' and a 'Remove' button. At the bottom of the PDI section, the 'Add another item' button is highlighted with a red rectangular box. There is also a 'Save' button at the very bottom.

Continue to enter the title, browse and upload the image as before.

The screenshot shows the 'Add new Author' page, similar to the previous one. The 'Author First Name' and 'Author Surname' fields are filled with 'Robert' and 'Hendry' respectively. The 'PDI' section has a 'Title' field containing 'Motocross Rider'. Below it is a 'Tick if nature' checkbox which is unchecked. Below that is an 'Image Upload' section showing a small thumbnail of a person on a motorcycle, with the filename 'bf01\_motocross\_rider.jpg (0.06 MB)' and a 'Remove' button. Below this is a new, empty 'Image Upload' section, which is highlighted with a red rectangular box. This section includes a 'Title' field, a 'Tick if nature' checkbox, an 'Image Upload' section with 'Browse...' and 'Upload' buttons, and instructions: 'Files must be less than 12 MB', 'Allowed file types: jpg jpeg', and 'Images must be smaller than 1600x1200 pixels.' There is also a 'Remove' button and an 'Add another item' button at the bottom.

# SPF Digital Guidance Notes – New Sept 2018

Once you have added all of the entries for this author click the 'SAVE' button at the bottom (*Note – your entries will be lost if you leave the website before doing this*)

The screenshot shows the 'Add new Author' form. At the top, there is a navigation bar with links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact, SPF, Events, External Competitions, Distinctions, Galleries. The main heading is 'Add new Author'. Below it are two input fields: 'Author First Name' with the value 'Robert' and 'Author Surname' with the value 'Hendry'. There is a 'Show row weights' link on the right. Below these are two PDI entries. The first entry has the title 'Motocross Rider', a checkbox for 'Tick if nature', and an image upload field showing a thumbnail of a person on a motorcycle and a file name 'bf01\_motocross\_rider.jpg (1.06 MB)'. The second entry has the title 'First Light on Black Mount', a checkbox for 'Tick if nature', and an image upload field showing a thumbnail of a landscape and a file name 'bf13\_first\_light\_on\_black\_mount.jpg (745.39 KB)'. At the bottom left, there is a 'Save' button highlighted with a red box.

Now continue to add another author by clicking on the green text 'Add Another Author'

The screenshot shows the 'BF Carluke Camera Club' page. At the top, there is a navigation bar with links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact, SPF, Events, External Competitions, Distinctions, Galleries. The main heading is 'BF Carluke Camera Club'. Below it is a green message: 'The changes have been saved.' There is a warning icon and text: 'To submit this entry you must upload at least 20 images to your bank (maximum 40) and you must select 8 first round images.' Below this are statistics: '# Entries: 2', '# Entries selected for first round: 0', and '# Nature entries selected for first round: 0'. There is a blue icon and text: '\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)'. Below this is a table with columns: FIRST, SURNAME, TITLE, IMAGE, N, and CLUB FIRST ROUND SELECTION \*. The table has two rows: Robert Hendry, Motocross Rider, and Robert Hendry, First Light on Black Mount. Below the table is a green button labeled 'add another author' highlighted with a red box. At the bottom, there is a footer with contact information and a disclaimer.

# SPF Digital Guidance Notes – New Sept 2018

Author First Name \*

Author Surname \*

PDI

Title

Tick if nature

Image Upload

Browse Upload

Files must be less than 12 MB  
Allowed file types: jpg jpeg  
Images must be smaller than 1000x1000 pixels  
Remove

Add another item

Save

Repeat the above process to enter that person's Name and images, remembering to click 'Save' before leaving the website.

If you require to 'edit' a title or name, or to add another image to an author's images you've already uploaded. You can do so by clicking on the 'edit' option for that author – See below example

The changes have been saved.

To submit this entry you must upload at least 20 images to your bank (maximum 40) and you must select 8 first round images.

# Entries  
5

# Entries selected for first round  
0

# Nature entries selected for first round  
0

\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)

FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motocross Rider			<input type="checkbox"/>
Robert	Hendry	First Light on Black Mount			<input type="checkbox"/>
Robert	Hendry	Loyal Companion			<input type="checkbox"/>
edit Robert Hendry   remove Robert Hendry					
Cameron	Scott	Blackmount			<input type="checkbox"/>
Cameron	Scott	Rain Check			<input type="checkbox"/>
edit Cameron Scott   remove Cameron Scott					

add another author

This will allow you to amend the entry or add another image to that author's entry

# SPF Digital Guidance Notes – New Sept 2018

Author First Name \*  
Cameron

Author Surname \*  
Scott

PDI Show row weights

Title  
Blackmount  
 Tick if nature  
Image Upload  
bf03\_blackmount.jpg (1023.62 KB) [Remove](#)

Title  
Rain Check  
 Tick if nature  
Image Upload  
bf05\_rain\_check.jpg (976.23 KB) [Remove](#)

[Add another item](#)

[Save](#)

Contact Us

Remember to 'Save' your amendments before continuing.

[Remove](#)

Title  
Rain Check  
 Tick if nature  
Image Upload  
bf05\_rain\_check.jpg (976.23 KB) [Remove](#)

[Remove](#)

Title  
Arran Sunrise  
 Tick if nature  
Image Upload  
bf19\_arran\_sunrise.jpg (782.45 KB) [Remove](#)

[Remove](#)

[Add another item](#)

[Save](#)

Continue to add all of the authors and images you require to complete your Club's bank of images

**\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)**

FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motocross Rider			<input type="checkbox"/>
Robert	Hendry	First Light on Black Mount			<input type="checkbox"/>
Robert	Hendry	Loyal Companion			<input type="checkbox"/>
<a href="#">edit Robert Hendry</a>   <a href="#">remove Robert Hendry</a>					
Cameron	Scott	Blackmount			<input type="checkbox"/>
Cameron	Scott	Rain Check			<input type="checkbox"/>
Cameron	Scott	Arran Sunrise			<input type="checkbox"/>
<a href="#">edit Cameron Scott</a>   <a href="#">remove Cameron Scott</a>					
Janet	Russell	Storm Surge			<input type="checkbox"/>
Janet	Russell	Stateley Gentleman			<input type="checkbox"/>
<a href="#">edit Janet Russell</a>   <a href="#">remove Janet Russell</a>					
Ed	Willis	Redpoll		N	<input type="checkbox"/>
<a href="#">edit Ed Willis</a>   <a href="#">remove Ed Willis</a>					
Gavin	Forrest	Wedding Night			<input type="checkbox"/>



# SPF Digital Guidance Notes – New Sept 2018

Your Image Bank must be a minimum of 20 images; Maximum of 40 images. The website will keep a count for you

The screenshot shows the website interface for the BF Carluke Camera Club. At the top, there are navigation links: Logout, My account, Club admin, Competitions, and e-flash. Below this is a dark blue header with the club's logo and navigation links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact, SPF, Events, External Competitions, Distinctions, and Galleries. The main content area is titled "BF Carluke Camera Club" and features a green success message: "The changes have been saved." Below this is a yellow warning message: "To submit this entry you must upload at least 20 images to your bank (maximum 40) and you must select 8 first round images." A red box highlights the "# Entries" section, which shows "15" entries. Below this, it indicates "# Entries selected for first round" as 0 and "# Nature entries selected for first round" as 0. A blue information box states: "\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)". At the bottom, a table header is visible with columns: FIRST, SURNAME, TITLE, IMAGE, N, and CLUB FIRST ROUND SELECTION \*.

This screenshot shows the same website interface as the previous one, but with 20 entries. The "# Entries" section is highlighted with a red box and shows "20" entries. The "# Entries selected for first round" remains 0, and "# Nature entries selected for first round" remains 0. The blue information box still states: "\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)". Below this, a table lists 20 entries with columns: FIRST, SURNAME, TITLE, IMAGE, N, and CLUB FIRST ROUND SELECTION \*. Each entry has a small image thumbnail and a checkbox in the selection column. The entries are as follows:


FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motorcross Rider			<input type="checkbox"/>
Robert	Hendry	First Light on Black Mount			<input type="checkbox"/>
Robert	Hendry	Loyal Companion			<input type="checkbox"/>
<a href="#">edit Robert Hendry</a>   <a href="#">remove Robert Hendry</a>					
Janet	Russell	Storm Surge			<input type="checkbox"/>
Janet	Russell	Stabley Gentleman			<input type="checkbox"/>
<a href="#">edit Janet Russell</a>   <a href="#">remove Janet Russell</a>					
Cameron	Scott	Blacmount			<input type="checkbox"/>
Cameron	Scott	Rain Check			<input type="checkbox"/>
Cameron	Scott	Arran Sunrise			<input type="checkbox"/>
<a href="#">edit Cameron Scott</a>   <a href="#">remove Cameron Scott</a>					
Ed	Willis	Redpoll			<input type="checkbox"/>
<a href="#">edit Ed Willis</a>   <a href="#">remove Ed Willis</a>					
Gavin	Forrest	Wedding Night			<input type="checkbox"/>
Gavin	Forrest	Lady of the River			<input type="checkbox"/>
<a href="#">edit Gavin Forrest</a>   <a href="#">remove Gavin Forrest</a>					
Mary	Gibson	I Love Nicky			<input type="checkbox"/>
Mary	Gibson	Anticipation			<input type="checkbox"/>
<a href="#">edit Mary Gibson</a>   <a href="#">remove Mary Gibson</a>					
Chris	Bonnington	alone			<input type="checkbox"/>
<a href="#">edit Chris Bonnington</a>   <a href="#">remove Chris Bonnington</a>					
Hunter	Kennedy	The Glider Boys			<input type="checkbox"/>
<a href="#">edit Hunter Kennedy</a>   <a href="#">remove Hunter Kennedy</a>					
Libby	Smith	The Millers Son			<input type="checkbox"/>
Libby	Smith	Gone			<input type="checkbox"/>
Libby	Smith	Guardians			<input type="checkbox"/>
<a href="#">edit Libby Smith</a>   <a href="#">remove Libby Smith</a>					
Alistar	Cox	Hound Portrait			<input type="checkbox"/>
<a href="#">edit Alistar Cox</a>   <a href="#">remove Alistar Cox</a>					
Jim	HILL	Waiting			<input type="checkbox"/>
<a href="#">edit Jim Hill</a>   <a href="#">remove Jim Hill</a>					

At the bottom of the page, there is a green button labeled "add another author" and a blue information box that repeats: "\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)".

# SPF Digital Guidance Notes – New Sept 2018

When you have saved the images for your last author, and completed your 'Image Bank' you are ready to 'select your first round images'.


To do this - Click on the blue boxes opposite the images you wish to select for Round 1 *(8 Images require to be selected; Max 2 per author)*




 To submit this entry you must upload at least 20 images to your bank (maximum 40) and you must select 8 first round images.

# Entries  
20


# Entries selected for first round  
0

# Nature entries selected for first round  
0

 \* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)

FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motocross Rider			<input type="checkbox"/>
Robert	Hendry	First Light on Black Mount			<input type="checkbox"/>
Robert	Hendry	Loyal Companion			<input type="checkbox"/>


Once you've clicked on the blue box a tick will appear


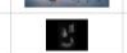







 To submit this entry you must upload at least 20 images to your bank (maximum 40) and you must select 8 first round images.

# Entries  
20

# Entries selected for first round  
1

# Nature entries selected for first round  
0

 \* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)

FIRST	SURNAME	TITLE	IMAGE	N	CLUB FIRST ROUND SELECTION *
Robert	Hendry	Motocross Rider			<input checked="" type="checkbox"/>
Robert	Hendry	First Light on Black Mount			<input type="checkbox"/>
Robert	Hendry	Loyal Companion			<input type="checkbox"/>
					edit Robert Hendry   remove Robert Hendry
Cameron	Scott	Blackmount			<input type="checkbox"/>
Cameron	Scott	Rain Check			<input type="checkbox"/>
Cameron	Scott	Arran Sunrise			<input type="checkbox"/>
					edit Cameron Scott   remove Cameron Scott
Janet	Russell	Storm Surge			<input type="checkbox"/>
Janet	Russell	Stateley Gentleman			<input type="checkbox"/>
					edit Janet Russell   remove Janet Russell
Ed	Willis	Redpoll		N	<input type="checkbox"/>

The website again will keep count, including the number of nature images you have selected. See the full rules for more about the number per author, and number of nature images etc..

# SPF Digital Guidance Notes – New Sept 2018

The screenshot shows the 'BF Carluke Camera Club' admin page. At the top, there is a navigation bar with links for 'Logout', 'My account', 'Club admin', and 'Competitions'. Below this is a dark blue header with the club logo and navigation links: 'Home', 'News', 'Diary', 'Clubs', 'FIAP', 'PAGB', 'SPF Executive', 'Contact', 'SPF', 'Events', 'External Competitions', 'Distinctions', and 'Galleries'. The main content area is titled 'BF Carluke Camera Club' and contains a 'Proceed to step 2' button with a warning icon. Below this is a message: 'Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images.' A red box highlights the following statistics: '# Entries selected for first round: 8' and '# Nature entries selected for first round: 1'. Below these is a table with columns: 'FIRST', 'SURNAME', 'TITLE', 'IMAGE', 'N', and 'CLUB FIRST ROUND SELECTION \*'. The table lists 10 entries, with 8 checked in the 'CLUB FIRST ROUND SELECTION \*' column. A red box highlights the first row: Robert Hendry, Motocross Rider, with a checked box. At the bottom, there is a link to 'add another author' and a note: '\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)'.

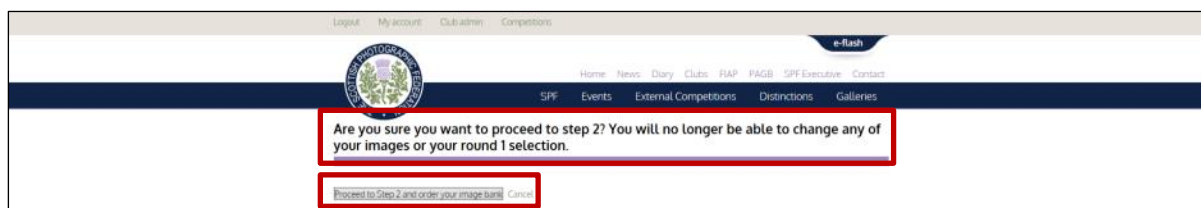
Once you have selected all 8 images;

You will see the message at the top change to 'Proceed to Step 2' Click 'proceed to step 2' only when you are sure you have uploaded all the images you want to use in your bank and have selected your first round images. *Note - You will not be able to change any of your images or your 1<sup>st</sup> round selection after this, so please double check everything is correct before proceeding*

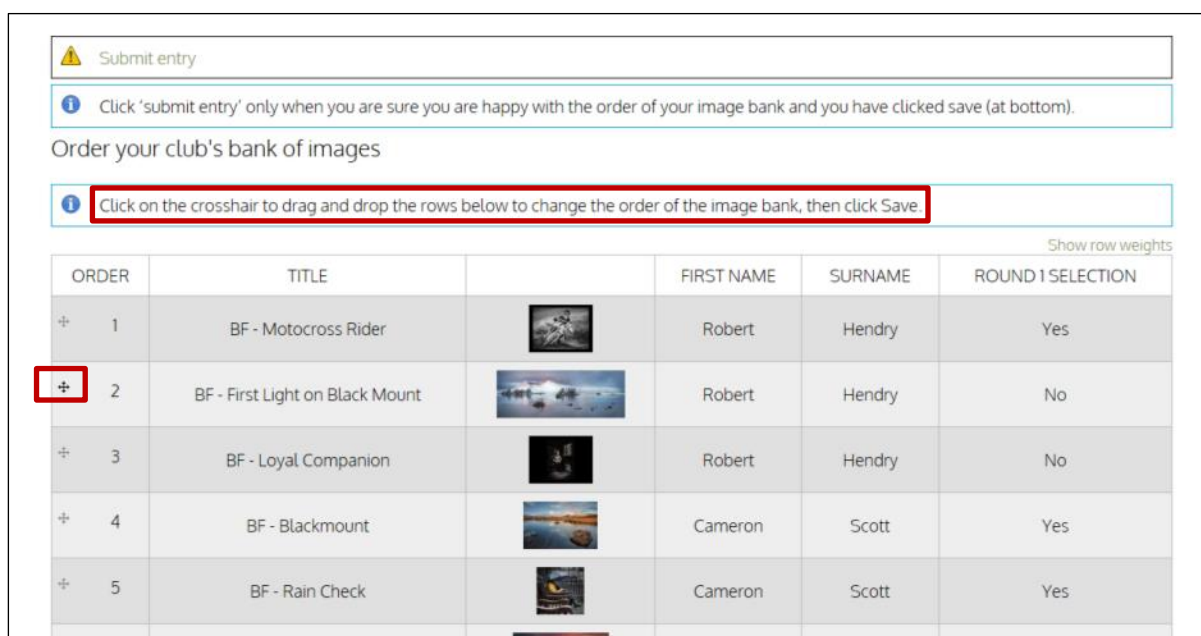
This screenshot shows the same admin page as above, but with the 'Proceed to step 2' button and the message below it highlighted with a red box. The statistics are now: '# Entries: 20', '# Entries selected for first round: 8', and '# Nature entries selected for first round: 1'. The table below shows the first row: Robert Hendry, Motocross Rider, with a checked box in the 'CLUB FIRST ROUND SELECTION \*' column. The note at the bottom remains: '\* Club First Round Selection: select 8 images (max 2 per author, max 2 nature)'.

# SPF Digital Guidance Notes – New Sept 2018

You will receive the following warning - Click 'Proceed to Step 2' when you are happy, or 'Cancel' to check or re-edit your entry.



You are now ready to put your Bank of Images into your desired order – *You require to do this before you 'submit' your entry as this cannot be changed after it has been submitted, either by you or by the event organisers!! So don't press the 'submit' button at this stage*



To re order your Bank of Images to the order you wish

Left mouse clicking and dragging up or down on the little move symbol to the left hand side of each image number, dragging them in to the order you wish.

You will note that the image numbers do not change at this point.

*Please Note – There is now no facility to order Round 1 separately, so this will also become the order of your Round 1 images*

# SPF Digital Guidance Notes – New Sept 2018

Submit entry

Click 'submit entry' only when you are sure you are happy with the order of your image bank and you have clicked save (at bottom).

Order your club's bank of images

Click on the crosshair to drag and drop the rows below to change the order of the image bank, then click Save.

Show row weights

\* Changes made in this table will not be saved until the form is submitted.

ORDER	TITLE		FIRST NAME	SURNAME	ROUND 1 SELECTION	
+	1	BF - Motocross Rider		Robert	Hendry	Yes
+	7 *	BF - Storm Surge		Janet	Russell	Yes
+	4 *	BF - Blackmount		Cameron	Scott	Yes
+	9 *	BF - Redpoll		Ed	Willis	Yes
+	5 *	BF - Rain Check		Cameron	Scott	Yes
+	10 *	BF - Wedding Night		Gavin	Forrest	Yes
+	2	BF - First Light on Black Mount		Robert	Hendry	No
+	3	BF - Loyal Companion		Robert	Hendry	No

For this new order to be retained by the website, you require to click 'Save order of bank of images' at the bottom of the page. *Again do not click 'submit' until you have checked the order after you have 'saved' it*

+	14	BF - alone		Chris	Bonnington	No
+	15	BF - The Glider Boys		Hunter	Kennedy	No
+	16	BF - The Millers Son		Libby	Smith	No
+	17	BF - Gone		Libby	Smith	No
+	18	BF - Guardians		Libby	Smith	No
+	19	BF - Hound Portrait		Alistair	Cox	Yes
+	20	BF - Waiting		Jim	Hill	No

Save order of bank of images

After saving you will see that the numbers have now corrected themselves to the new order.

# SPF Digital Guidance Notes – New Sept 2018

✔ Weights saved successfully.








⚠ Submit entry

📘 Click 'submit entry' only when you are sure you are happy with the order of your image bank and you have clicked save (at bottom).

Order your club's bank of images

📘 Click on the crosshair to drag and drop the rows below to change the order of the image bank, then click Save.

Show row weights

ORDER	TITLE		FIRST NAME	SURNAME	ROUND 1 SELECTION
+ 1	BF - Motocross Rider		Robert	Hendry	Yes
+ 2	BF - Storm Surge		Janet	Russell	Yes
+ 3	BF - Blackmount		Cameron	Scott	Yes
+ 4	BF - Redpoll		Ed	Willis	Yes
+ 5	BF - Rain Check		Cameron	Scott	Yes
+ 6	BF - Wedding Night		Gavin	Forrest	Yes
+ 7	BF - First Light on Black Mount		Robert	Hendry	No

Once you are happy with the order, you are ready to continue to 'Submit' your entry – **Remember you must have clicked 'Save order of bank of images' first to retain your image order.**

**Once you have pressed the 'Submit' button you will not be able to make any further changes to your entry. If you spot anything after this, please contact Libby on [libby.neilsmith@btinternet.com](mailto:libby.neilsmith@btinternet.com)**

Logout My account Club admin Competitions

e-flash

Home News Diary Clubs F&P FRGB SPF Explorer Contact

SPF Events External Competitions Distinctions Galleries

**BF Carluke Camera Club**

✔ Weights saved successfully.











⚠ Submit entry

📘 Click 'submit entry' only when you are sure you are happy with the order of your image bank and you have clicked save (at bottom).

Order your club's bank of images

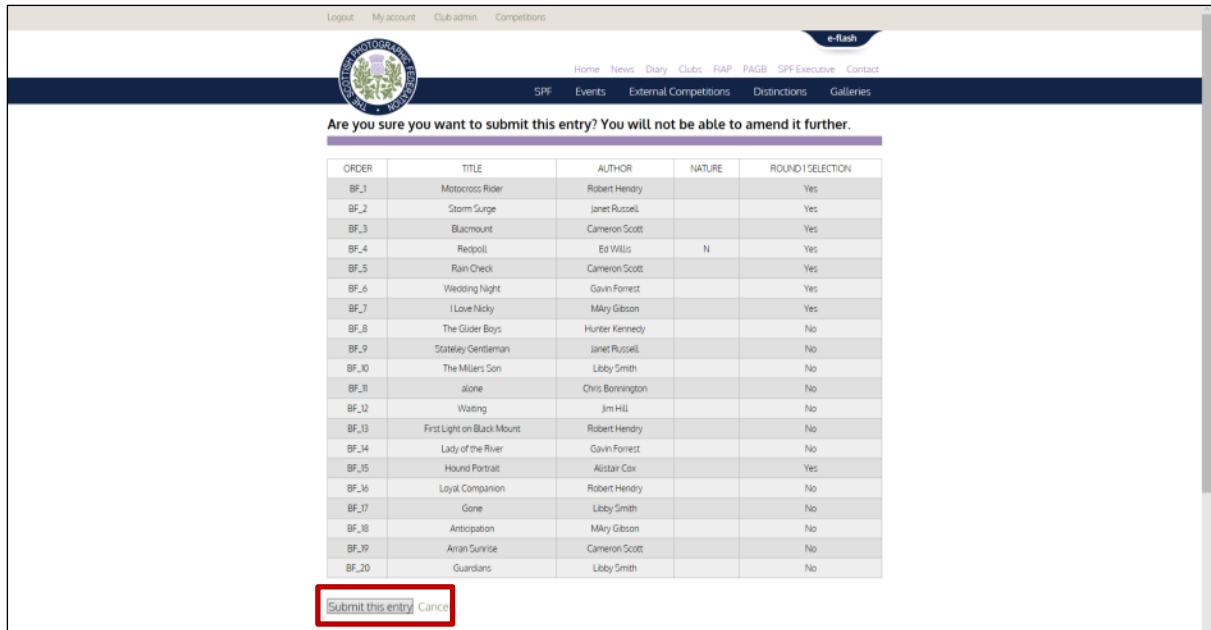
📘 Click on the crosshair to drag and drop the rows below to change the order of the image bank, then click Save.

Show row weights

ORDER	TITLE		FIRST NAME	SURNAME	ROUND 1 SELECTION
+ 1	BF - Motocross Rider		Robert	Hendry	Yes
+ 2	BF - Storm Surge		Janet	Russell	Yes
+ 3	BF - Blackmount		Cameron	Scott	Yes
+ 4	BF - Redpoll		Ed	Willis	Yes
+ 5	BF - Rain Check		Cameron	Scott	Yes
+ 6	BF - Wedding Night		Gavin	Forrest	Yes
+ 7	BF - I Love Nicky		Miky	Gibson	Yes
+ 8	BF - The Glider Boys		Hunter	Kennedy	No
+ 9	BF - Stateloy Gentleman		Janet	Russell	No
+ 10	BF - The Millers Son		Libby	Smyth	No

You will then be given the option to 'Cancel' the submit option, or asked to confirm by clicking 'Submit this Entry' if it is correct – **Please double check all of the details are correct**

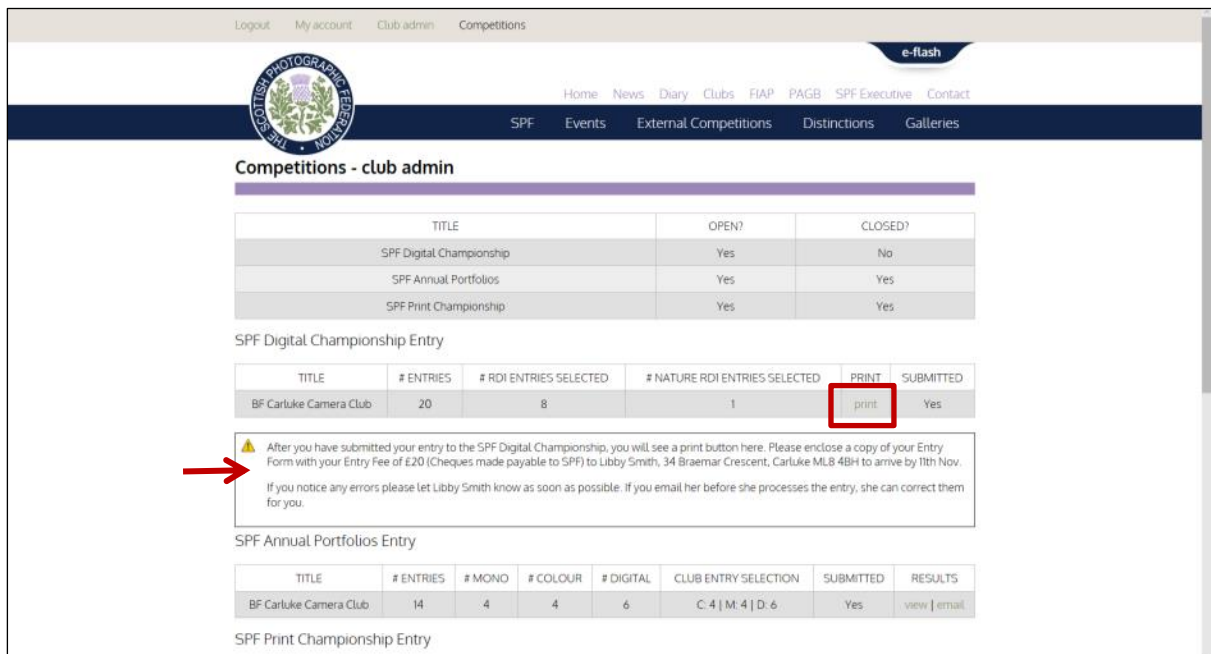
# SPF Digital Guidance Notes – New Sept 2018



Once you clicked the 'submit this entry' you will now see yourself back at the below screen. This time you will see a Print option and the message –

*After you have submitted your entry to the SPF Digital Championship, you will see a print button here. Please enclose a copy of your Entry Form with your Entry Fee of £20 (Cheques made payable to 'SPF') and send to Libby Smith, 34 Braemar Crescent, Carlisle ML8 4BH to arrive by ...*

*If you notice any errors please let Libby Smith know as soon as possible. If you email her before she processes the entry, she can correct them for you.*



Click on the 'Print' text, this will bring up the following – *Notice this gives you both the order of your Bank of Images and lists your 1<sup>st</sup> Round Images as well in the order they will be projected.*

# SPF Digital Guidance Notes – New Sept 2018

**BF Carluke Camera Club**

**Bank of images**

Order	Title	Author	Nature	Round 1 Selection
BF_1	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blackmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	I Love Nicky	Mary Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
BF_9	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
BF_11	alone	Chris Bonnington		No
BF_12	Waiting	Jim Hill		No
BF_13	First Light on Black Mount	Robert Hendry		No
BF_14	Lady of the River	Gavin Forrest		No
BF_15	Hound Portrait	Alistair Cox		Yes
BF_16	Loyal Companion	Robert Hendry		No
BF_17	Gone	Libby Smith		No
BF_18	Anticipation	Mary Gibson		No
BF_19	Arran Sunrise	Cameron Scott		No
BF_20	Guardians	Libby Smith		No

**Round 1 Images**

Order	Title	Author	Nature
BF_1	Motocross Rider	Robert Hendry	
BF_2	Storm Surge	Janet Russell	
BF_3	Blackmount	Cameron Scott	
BF_4	Redpoll	Ed Willis	N
BF_5	Rain Check	Cameron Scott	
BF_6	Wedding Night	Gavin Forrest	
BF_7	I Love Nicky	Mary Gibson	

Right mouse click anywhere on the screen showing the above to get the 'printer' options to come up

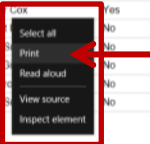
**BF Carluke Camera Club**

**Bank of images**

Order	Title	Author	Nature	Round 1 Selection
BF_1	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blackmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	I Love Nicky	Mary Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
BF_9	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
BF_11	alone	Chris Bonnington		No
BF_12	Waiting	Jim Hill		No
BF_13	First Light on Black Mount	Robert Hendry		No
BF_14	Lady of the River	Gavin Forrest		No
BF_15	Hound Portrait	Alistair Cox		Yes
BF_16	Loyal Companion	Robert Hendry		No
BF_17	Gone	Libby Smith		No
BF_18	Anticipation	Mary Gibson		No
BF_19	Arran Sunrise	Cameron Scott		No
BF_20	Guardians	Libby Smith		No

**Round 1 Images**

Order	Title	Author	Nature
BF_1	Motocross Rider	Robert Hendry	
BF_2	Storm Surge	Janet Russell	



Or go to the tools option in your browser and choose the 'Print' option

**BF Carluke Camera Club**

**Bank of images**

Order	Title	Author	Nature	Round 1 Selection
BF_1	Motocross Rider	Robert Hendry		Yes
BF_2	Storm Surge	Janet Russell		Yes
BF_3	Blackmount	Cameron Scott		Yes
BF_4	Redpoll	Ed Willis	N	Yes
BF_5	Rain Check	Cameron Scott		Yes
BF_6	Wedding Night	Gavin Forrest		Yes
BF_7	I Love Nicky	Mary Gibson		Yes
BF_8	The Glider Boys	Hunter Kennedy		No
BF_9	Stateley Gentleman	Janet Russell		No
BF_10	The Millers Son	Libby Smith		No
BF_11	alone	Chris Bonnington		No
BF_12	Waiting	Jim Hill		No
BF_13	First Light on Black Mount	Robert Hendry		No





# SPF Digital Guidance Notes – New Sept 2018

Your Printing menu will come up. Select the number of copies you require and print on A4 paper please.

